

**MNAMBITHI TVET COLLEGE IN COLLABORATION WITH THE PURCHASING
CONSORTIUM SOUTHERN AFRICA (PURCO SA)
INVITES POTENTIAL BIDDERS FOR THE PROVISION OF SECURITY SERVICES FOR
THIRTY-SIX (36) MONTHS
TENDER NO: PU9212/058**

Prospective Service Providers who are interested in participating in the afore-mentioned tender are invited to submit their proposal in full compliance to the requirement of this tender document. The completed document with all attachments must be signed and submitted in a clearly labelled sealed envelope together with two USB's and deposited in the tender box at the following address:
Mnambithi TVET College - 77 Murchison Ladysmith KZN 3370

Tender number	PU9212/058	
Date issued	09 March 2023	
Tender closing date	30 March 2023	Time 11h00
	Mnambithi TVET College - 77 Murchison Ladysmith KZN 3370	
Compulsory Information Session	17 March 2023	Time 10h00
	Mnambithi TVET College - 77 Murchison Ladysmith KZN 3370	

Company Name		
Address		
Contact person	Mr/Mrs/Ms/Dr/Prof.	
Contact numbers	(w)	(cell)
Email address		

1.1 DELIVERY INSTRUCTIONS

All Suppliers must submit their responses in the following format:

- ***One signed hard copy in a sealed envelope together with one (1) USB, containing the appendices in the following order.***

Appendix Number	Description of Appendix	Requirement
Appendix A	RFP Document	Submission of a completed and signed Form of Offer and Acceptance
Appendix A1	Payfast Proof of Payment	Attach Payfast Payment Confirmation
Appendix B and B1	Technical Specifications and Pricing	Pricing according to the technical specification
Appendix C	Three (3) Months bank Statement	Provide three(3) months bank statement/letter(can be last page of each month)
Appendix D	Company Registration Documents	Provide Company registration documents
Appendix E	Tax Pin/clearance certificate	Submit Valid Pin Status/clearance
Appendix F	BBBEE Certification	Provide A valid BBBEE certificate from a SANAS accredited agency or Auditor registered with the IRBA/ or Affidavit
Appendix G	Board Resolution	Provide the Board resolution if not Sole Proprietor
Appendix H	Declaration of Interest	SBD 4 SBD 6.2 SBD 8 SBD 9
Appendix I	Registration On National Treasury (CSD)	Proof Required CSD registration
Appendix J	PSIRA Registration	Valid Proof Required for all the guards and company
Appendix K	UIF	Valid Proof of Good Standing
Appendix L	COIDA	Valid Proof of Good Standing
Appendix M	Local labour	Guards to be sourced within KZN, where the college and campuses are situated
Appendix N	JV agreement (if applicable)	Submit a JV agreement

One signed hard copy and USB Memory device of the proposal prepared as per the required layout must be placed in the tender box during office hours (08h00 – 16h00 Monday to Thursday and 08h00 – 13h00 Fridays) at: **Mnambithi TVET College - 77 Murchison Ladysmith KZN 3370**

1.1.1 STAGE 1: EVALUATION OF FUNCTIONALITY

The evaluation criterion for functionality aims to assess the capability of the tenderer to execute and maintain a tender and/ or contract. Tenderers need to obtain a minimum percentage score of 70% and above to progress to the next stage of evaluation.

All proposals will be evaluated on the following criteria indicated below.

FUNCTIONALITY CRITERIA	POINTS ALLOCATED	
Provide three (3) contactable (Email and tel) references of provision of security services contracts (Reference letter not older than 5 years) 3 References verified 2 References verified 1 Reference verified Less than 3 years	= 15 Points = 10 Points = 05 Points = 00 Points	15
Provide proof of the below (Adhoc Security Services) 24 Hour Control Room 24 Hour Supervisor Sufficient Staff for Crisis Situation None Provided	= 5 Points = 5 Points = 5 Points = 0 Points	15
Company's experience (profile) and PSIRA Certificate for the Company More than 10 years of experience Experience between 5 and 9 years Experience below 5 years No proof provided NB: Points will be awarded based on Evidence of project done not date of company registration	= 10 Points = 05 Points = 2.5 Points = 00 Points	10
Qualification of Management in the Security Services Industry The Supervisor must have at least five (5) years' experience in relevant supervisory experience (submit CV) Grade A PSIRA Certificate and other formal qualification No proof provided	= 10 Points = 00 Points	10
Proof of Locality Proof of locality essential (e.g., latest Utility bill or Lease Agreement etc.) Proof of Uthukela district locality Proof of KZN Locality Outside KZN province	=10 Points = 05Points = 2.5Points	10
Quality Management System (Service Providers must submit a generic quality plan detailing the following) Standard operating procedures, Monitoring and control and legal requirements, KPIs of the management of the contract (response time, number of non-conformance), etc. Management of non-conformance, Management reports Contingency plan in the event of any industrial action by students/ college staff /public and the service provider and its employees, including absenteeism	= 3 Points = 3 Points = 3 Points = 3 Points = 3 Points	15

Radio Frequency (ICASA) Submit ICSA approved Radio Frequency infrastructure No proof provided	= 5 Points = 0 Points	5
Provide list of guards who have first aid training List provided: List not provided:	= 10 Points = 00 Points	10
Recent Audited Annual Financial Statements Provided Not provided	= 10 points = 0 points	10
	Total	100

Specifications Scope and Pricing Schedule

TERMS OF REFERENCE

Bidders must complete the pricing schedule in full, failing which, such bidders will be disqualified.

Background

The MNAMBITHI TVET COLLEGE is an institution governed by the Continuing Education and Training Act 2006. The Minister of Higher Education and Training is the Executive Authority, and the MTVETC Council is the Accounting Authority of the WTC. The MTVETC is governed by the Council appointed by the Minister of Higher Education and Training.

1. Current state

Mnambithi TVET College currently has nine sites (including Central Office) which require 24-hour security to ensure that the state resources are protected. The College sites are as follows:

- Central Office-77 Murchison
- Central Office-76 Murchison
- Ladysmith Campus (A)
- Ladysmith Campus (B)
- Estcourt Campus
- Ezakheni A Campus
- Ezakheni B Campus
- Ezakheni E Campus
- Okhahlamba Skills Centre

2. Scope of Work

Mnambithi TVET College requires service providers to supply security services. The following should be taken into consideration:

- I. A twenty-four (24) hour guard and access/exit control service is to be provided for buildings and open spaces as well as control of movement of College assets within the premises.
- II. Control the entry and departure of motor vehicles to and from the premises, and maintain records at the premises to be made available for inspection by the College.
- III. Conduct searches at all entrance/exit points of all College sites for both drivers and pedestrians.
- IV. Direct deliveries and visitors to the reception counter.
- V. In times of unrest, secure the gates against illegal incursions and provide necessary strike management protection.
- VI. Ensure compliance with College policies and relevant government prescripts.
- VII. Assist in the control of visitors awaiting attention, assist in queue control and giving directions where and when necessary.
- VIII. Report irregularities to College Office Management and in cases of unrest also to the South African Police Services (SAPS).
- IX. Remove or assist in the control of unruly visitors, staff members or other persons, as instructed by College Office Management.
- X. Conduct patrols as often as possible.
- XI. Monitor firearm control system.

PRICING

A. CENTRAL OFFICE-77 MURCHISON

CAMPUS	SHIFT	GUARD GRADE AND QUANTITIES OF GUARDS REQUIRED	RATE PER GUARD PER MONTH (INCL VAT)	TOTAL AMOUNT PER MONTH (INCL VAT) QUANTITY x RATE/MONTH
		C (Unarmed)		
CENTRAL OFFICE -77 MURCHISON	Monday – Friday Day 06:00 – 18:00	2	R	R
	Saturday – Sunday Day 06:00 – 18:00	1	R	R
	Monday – Friday Night 18:00 – 06:00	2	R	R
	Saturday – Sunday Night 18:00 – 06:00	1	R	R
	TOTAL GUARDS = 6		-	-
	TOTAL PER MONTH - (INCL VAT)			R

B. CENTRAL OFFICE -76 MURCHISON

CAMPUS	SHIFT	GUARD GRADE AND QUANTITIES OF GUARDS REQUIRED	RATE PER GUARD PER MONTH (INCL VAT)	TOTAL AMOUNT PER MONTH (INCL VAT) QUANTITY x RATE/MONTH
		C (Unarmed)		
CENTRAL OFFICE -76 MURCHISON	Monday – Friday Day 06:00 – 18:00	1	R	R
	Saturday – Sunday Day 06:00 – 18:00	1	R	R
	Monday – Friday Night 18:00 – 06:00	1	R	R
	Saturday – Sunday Night 18:00 – 06:00	1	R	R
	TOTAL GUARDS = 4	4	-	-
	TOTAL PER MONTH - (INCL VAT)			R

C. LADYSMITH CAMPUS (A)

CAMPUS	SHIFT	GUARD GRADE AND QUANTITIES OF GUARDS REQUIRED	RATE PER GUARD PER MONTH (INCL VAT)	TOTAL AMOUNT PER MONTH (INCL VAT) QUANTITY x RATE/MONTH
		C (Unarmed)		
LADYSMITH A CAMPUS	Monday – Friday Day 06:00 – 18:00	2	R	R
	Saturday – Sunday Day 06:00 – 18:00	2	R	R
	Monday – Friday Night 18:00 – 06:00	2	R	R
	Saturday – Sunday Night 18:00 – 06:00	2	R	R
	TOTAL GUARDS = 8	8	-	-
	TOTAL PER MONTH - (INCL VAT)			R

D. LADYSMITH CAMPUS (B)

CAMPUS	SHIFT	GUARD GRADE AND QUANTITIES OF GUARDS REQUIRED	RATE PER GUARD PER MONTH (INCL VAT)	TOTAL AMOUNT PER MONTH (INCL VAT) QUANTITY x RATE/MONTH
		C (Unarmed)		
LADYSMITH CAMPUS (B)	Monday – Friday Day 06:00 – 18:00	2	R	R
	Saturday – Sunday Day 06:00 – 18:00	1	R	R
	Monday – Friday Night 18:00 – 06:00	2	R	R
	Saturday – Sunday Night 18:00 – 06:00	1	R	R
	TOTAL GUARDS = 6	6	-	-

E. ESCOURT CAMPUS

CAMPUS	SHIFT	GUARD GRADE AND QUANTITIES OF GUARDS REQUIRED	RATE PER GUARD, PER MONTH (INCL VAT)	TOTAL AMOUNT PER MONTH (INCL VAT) QUANTITY x RATE/MONTH
		C (Unarmed)		
ESTCOURT CAMPUS	Monday – Friday Day 06:00 – 18:00	3	R	R
	Saturday – Sunday Day 06:00 – 18:00	2	R	R
	Monday – Friday Night 18:00 – 06:00	2	R	R
	Saturday – Sunday Night 18:00 – 06:00	2	R	R
	TOTAL GUARDS = 9	9	-	-
	TOTAL PER MONTH - (INCL VAT)			R

F. EZAKHENI A CAMPUS

CAMPUS	SHIFT	GUARD GRADE AND QUANTITIES OF GUARDS REQUIRED	RATE PER GUARD PER MONTH (INCL VAT)	TOTAL AMOUNT PER MONTH (INCL VAT) QUANTITY x RATE/MONTH
		C (Unarmed)		
EZAKHENI A CAMPUS	Monday – Friday Day 06:00 – 18:00	7	R	R
	Saturday – Sunday Day 06:00 – 18:00	5	R	R
	Monday – Friday Night 18:00 – 06:00	7	R	R
	Saturday – Sunday Night 18:00 – 06:00	5	R	R
	TOTAL GUARDS = 24	24	-	-
	TOTAL PER MONTH - (INCL VAT)			R

G. EZAKHENI B CAMPUS

CAMPUS	SHIFT	GUARD GRADE AND QUANTITIES OF GUARDS REQUIRED	RATE PER GUARD, PER MONTH (INCL VAT)	TOTAL AMOUNT PER MONTH (INCL VAT) QUANTITY x RATE/MONTH
		C (Unarmed)		
EZAKHENI B CAMPUS	Monday – Friday Day 06:00 – 18:00	1	R	R
	Saturday – Sunday Day 06:00 – 18:00	1	R	R
	Monday – Friday Night 18:00 – 06:00	1	R	R
	Saturday – Sunday Night 18:00 – 06:00	1	R	R
	TOTAL GUARDS = 4	4	-	-
	TOTAL PER MONTH - (INCL VAT)			R

H. EZAKHENI E CAMPUS

CAMPUS	SHIFT	GUARD GRADE AND QUANTITIES OF GUARDS REQUIRED	RATE PER GUARD, PER MONTH (INCL VAT)	TOTAL AMOUNT PER MONTH (INCL VAT) QUANTITY x RATE/MONTH
		C (Unarmed)		
EZAKHENI E CAMPUS	Monday – Friday Day 06:00 – 18:00	3	R	R
	Saturday – Sunday Day 06:00 – 18:00	2	R	R
	Monday – Friday Night 18:00 – 06:00	3	R	R
	Saturday – Sunday Night 18:00 – 06:00	2	R	R
	TOTAL GUARDS = 10	10	-	-
	TOTAL PER MONTH - (INCL VAT)			R

I. OKHAHLAMBA SKILLS CENTRE

CAMPUS	SHIFT	GUARD GRADE AND QUANTITIES OF GUARDS REQUIRED	RATE PER GUARD, PER MONTH (INCL VAT)	TOTAL AMOUNT PER MONTH (INCL VAT) QUANTITY x RATE/MONTH
		C (Unarmed)		
Okhahlamba Skills Centre	Monday – Friday Day 06:00 – 18:00	1	R	R
	Saturday – Sunday Day 06:00 – 18:00	1	R	R
	Monday – Friday Night 18:00 – 06:00	1	R	R
	Saturday – Sunday Night 18:00 – 06:00	1	R	R
	TOTAL GUARDS = 4	4	-	-
	TOTAL PER MONTH – (INCL VAT)			R

J. PRICING SCHEDULE – SUMMARY

Item	Campus	Number of Guards (Grade C) Unarmed	Monthly Price per One Grade C (Unarmed) Guard (including VAT)	Total Monthly Price for All Unarmed Guards per Campus (including VAT)
1	Central Office -77 Murchison	6	R	R
2	Central Office -76 Murchison	4	R	R
3	Ladysmith Campus (A)	8	R	R
4	Ladysmith Campus (B)	6	R	R
5	Estcourt Campus	9	R	R
6	Ezakheni A Campus	24	R	R
7	Ezakheni B Campus	4	R	R
8	Ezakheni E Campus	10	R	R
9	Okhahlamba Skills Centre	4	R	R
10	BID PRICE PER MONTH FOR 74 GRADE C UNARMED GUARDS FOR ALL CAMPUSES (INCLUDING VAT)	75	R	R

K. ADHOC SERVICES

Item	Service	Unit	Rate per Month (including VAT), fixed for 36 Months
1	Bouncer (unarmed)	1	R
2	Armed guard (Grade C)	1	R
3	Special events (Grade C Unarmed)	1	R
4	Student arrest (riot) (Grade C Unarmed)	1	R
5	Dog only (All-Inclusive)	1	R

L. ACTIVE TRACK SOLUTION

No	CAMPUS / SITE	MINIMUM NUMBER OF PATROL BUTTONS REQUIRED	ONCE OFF COST FOR THE SYSTEM	ANNUAL SERVICE FEE
1	Central Office -77 Murchison	1	R	R
2	Central Office -76 Murchison	1	R	R
3	Ladysmith Campus (A)	1		
4	Ladysmith Campus (B)	1	R	R
5	Estcourt Campus	1	R	R
6	Ezakheni A Campus	1	R	R
7	Ezakheni B Campus	1	R	R
8	Ezakheni E Campus	1	R	R
9	Okhahlamba Skills Centre	1	R	R

NB:

Security Company appointed shall be expected to install Active Track Solution.

Suppliers shall be required to present the proposal of the Guard Touring Buttons / Active Security Patrolling Device to be installed.

The proposal is to make clear the specifications and functions of the patrol system.

The guards are expected to patrol the premises interchangeably, and not all be stationed at the guardhouse at the same time.

The once off cost for the system includes purchase & delivery, installation, and monitoring.

Annual service fee is for maintaining the system in good working condition.

The system is expected to provide reports of evidence that patrol has taken place.

This facility is to be implemented by the Security Company as a tool of ensuring that the personnel are attentively guarding the premises, as any losses to property will be charged to the security company.

ALL AMOUNTS ARE INCLUSIVE OF VAT

